



TEACHERS
MOVING SOUTH CAROLINA
TO THE TOP

**Students Honoring Teachers –
Awards Presentation
A Blueprint**

Step I

Support & Approval

Students & Teachers,
Approval and support is critical to any program's success. So before you begin planning, present this blueprint to your group's teacher, adviser or school principal. We've included all the steps here in an easy-to-download format, so that you can send or email Students Honoring Teachers to your school's administration.

But don't stop there. To ensure your awards show runs smoothly, make sure to get input after each of the following steps.

Step II

Kick-Off

Hold a kick-off meeting to introduce the program. After you've had a chance to review the entire blueprint as a team, decide which of the following steps you'd like to tackle at the kick-off. For example, you may want start by addressing the timeline or assigning committees.

Date of Kick-off: _____

Goals to Accomplish at the Kick-off: _____

Step III

Managing the Work

If your club or organization is large enough, you may want to break into planning committees. Planning committees can be very helpful in dividing up the workload. Separate committees also can allow students to excel in those areas that interest them the most.

Advisers can help supervise the process by posting sign up sheets for each of the committees and ensuring there are enough students assigned to each. Once students have made their selections, each committee should designate a leader to report to the steering committee. Each committee then should decide how often they need to meet in order to complete the assigned tasks.

Examples of planning committees:

Steering Committee: Responsible for overseeing all other committees, getting teacher/ administrative approval at all stages of planning.

Assigned to Steering Committee:

PowerPoint or Program Committee: Responsible for planning the program format, securing any guest speakers and creating any presentation enhancements such as a PowerPoint presentation.

Assigned to Program Committee:

Production Committee: Responsible for any stage design or props such as a lectern. Responsible for securing the auditorium.

Assigned to Production Committee:

Managing the Work

Awards Committee: Responsible for choosing award categories, designing, circulating and collecting nomination forms and securing awards.

Assigned to Awards Committee:

Media/ Promotions Committee: Responsible for promoting the event, announcing the nominations process, posting fliers and contacting members of the media.

Assigned to Promotions Committee:

Other Committees:

Assigned:

Step IV

Timeline

While it doesn't have to be written in stone, a timeline can be an invaluable tool in helping everyone to plan. Start by picking the date of your awards night and work backwards. Depending on the scope of your event, it's a good idea to allow three to six months for planning.

It may also make sense to hold your awards show near the end of the year. This will allow students enough time to formulate their ideas and opinions for nominations. The end of the school year is very busy; try to identify a date that does not conflict with other events.

Complete the timeline below with your dates. Depending on what committees are assigned, you may want to add additional deadlines.

- _____ Night of Awards Presentation
- _____ Dress Rehearsal
- _____ Set designed/ Props Secured
- _____ Final Reminders of the Event/ Flyers Distributed
- _____ Final Calls to Local Media
- _____ First Round of Calls to Local Media
- _____ Names of Award Recipients to Engravers
- _____ Nominations/ Votes Due from Students
- _____ Publicize Event Among Student Body/ Begin Taking Nominations
- _____ Establish Award Categories and Criteria
- _____ Planning Committees Begin Meeting
- _____ Kick-Off Meeting

Step V

Awards

Awards can be as simple as a certificate or plaque or as elegant as an engraved pen or keepsake. Gift certificates and other monetary donations in a recipient's name also make nice awards.

You may want to brainstorm for award categories, names and descriptions. Here are a few examples to help you get started.

The Spirit Award – Given to a teacher who demonstrates spirit and love for one's school.

Achievement in Academics Award – Given to a teacher who has demonstrated a passion or love for one's subject or who has helped dramatically increase academic achievement for his or her students.

Achievement in Extra-Curricular Activities Award – Given to a teacher who has challenged students to better themselves through athletics, helped organize extracurricular athletic activities or has helped students to overcome specific challenges.

Family-Focused Achievement Award – Given to a teacher who has worked within the family to encourage learning or has used a family-focused approach in helping students to overcome obstacles.

Award for Ethics /Civic Responsibility – Given to a teacher who has set an example of civic responsibility or ethics or who has challenged students to consider the ethics of a situation.

Award for Innovation – Given to a teacher who has used creative or innovative practices in his or her classroom in order to enliven or enhance classroom participation.

Award for Courtesy and Decorum – Given to a teacher who consistently sets the example for students on how to conduct one's self professionally or has given instruction in manners of form and courtesy.

Award for Equanimity or Dependability – Given to a teacher who consistently helps students in problematic situations, who has demonstrated an evenness of mind, particularly in stressful situations or has demonstrated dependability.

Award for Courage or Strength of Character – Given to a teacher who has demonstrated an act of courage or who consistently has shown strength when faced with adversity.

Students' Choice Award – All around award for teacher who has demonstrated a multitude of these character traits.

Step VI

The Program

Creating the format for an event can seem like a huge undertaking, but with a little help and advanced planning, anyone can pull off a spectacular awards presentation of which their school is sure to be proud.

Begin by drafting a basic program outline. You may need to go through several drafts before arriving at a final version, but be sure to doublecheck the spelling of all names. And, as is the tradition at many presentations, you'll want to wait until the night of the event to announce award recipients!

After the final version has been approved, your team of artists or designers can add a finished look to the program by using graphic design or desktop publishing software.

Here's an example of a basic program.



Step VII

Additional Considerations

To ensure your event is a memorable one, we've included a few additional ideas:

- Try incorporating a PowerPoint Presentation showing the criteria for each award followed by a highlight of the recipient's accomplishments.
- Whether it's a casual affair in your school's auditorium or an evening of glamour at a donated facility, it's important to decide the tone for your event. This will help in the planning of such details as lighting, music selection and style of dress.
- On the night of the event, present each teacher with a corsage or pin as a way of honoring all teachers.
- Secure a community leader or local celebrity as a guest speaker. This is a great way to deliver the message of honoring our state's teachers and will help to promote your event as well.
- Contact local media. With advanced notice, many newspapers and local newscasts will announce your event and may even assign a reporter to cover the night of the show.
- Consider offering light refreshments before the event begins or during intermission.

For more ideas on supporting our teachers or reaching the 2010 goal, visit the Education Oversight Committee at www.sceoc.com.

Step VIII

Evaluation

A successful event can be inspiring to everyone, from participants, to honorees and community members alike.

Students Honoring Teachers was designed to showcase the talents and skills of students while honoring the teachers who have led them. We hope that students and teachers alike come away with a sense of pride and accomplishment while community members are reminded of the invaluable role teachers play in the day-to-day success of our students.

The final step for any event to become an ongoing success is to measure its effectiveness after its conclusion. Use this form to assess your awards program. Be sure to keep it on hand so that it can be useful during next year's planning.

This year's successes:

This year's setbacks:

What was overlooked or could be added:

What could be eliminated or left out:

Final notes:
